

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

July 21, 2005

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order by President Clark at 7:44 p.m.

ROLL CALL: Attending Directors: President Matthew Clark, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Ric Lohman, and Board Member Gael Erickson.

Attending Staff: General Manager Chuck Duffy, Administrator Delia Comito, and District Legal Counsel Jonathan Wittwer.

PLEDGE OF ALLEGIANCE: President Clark led those present in reciting the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION
None.

ACTION AGENDA

- 1. PUBLIC HEARING: Consideration of Resolution Adopting the Sewer Service Charge Report for Fiscal year 2005-2006 and the Delinquent Garbage Service Charge Report for Fiscal Year 2004-2005, and Authorizing the Collection of Said Charges on the San Mateo County Tax Roll.**

ACTION: Director Woren moved to approve a resolution adopting the Sewer Service Charge Report for fiscal year 2005-2006 and the Delinquent Garbage Service Charge Report for fiscal year 2004-2005, and authorizing the collection of said charges on the San Mateo County tax roll, with a correction to the resolution deleting the word "continued" in the first section, paragraph 6. (Res. 2005-005). (Woren/Pollard). Approved 5-0.

- 2. Consideration of the Assessment District Administrative Budget and Cost Recovery Levy.**

ACTION: Director Woren moved to approve the Assessment District Administrative Budget and Cost Recovery Levy for the 2005-2006 fiscal year as presented. (Woren/Lohman). Approved 5-0.

3. Consideration of Medio Creek Crossing Sewer Main and Naples Beach Pump Station Project Pre-design Report and Project Cost Estimate.

The General Manager presented the pre-design report prepared by District Engineer John Rayner of Kennedy Jenks investigating the feasibility of using gravity sewer lines to reroute flow and eliminate the Medio Creek bridge crossing. However, the estimated costs increased from \$662,000 to \$1,315,000, and he suggested that the Board reevaluate the project at the next meeting with the District Engineer in attendance.

The Board agreed to have the item brought back at the next meeting with all options refreshed and presented by the District Engineer, and directed the General Manager to research possible grants to help fund the project.

4. Consideration of Resolution Amending the District By-Laws to Authorize the General Manager or the District Administrator to Sign Private Pump Station Hold Harmless Agreements for the District.

The General Manager explained that this item was placed on the agenda to allow for administrative processing of these agreements. After a brief discussion, District Counsel indicated that a Resolution would also be needed to authorize the General Manager to accept a covenant of property for the District. The item was tabled to the next meeting.

5. Consideration of Letter of Engagement with Grice, Lund & Tarkington for FY 04/05 Auditing Services.

ACTION: Director Woren moved to approve the letter of engagement with Grice, Lund and Tarkington for fiscal year 2004-2005 auditing services. (Woren/Lohman). Approved 5-0.

6. Consideration of Response to the County of San Mateo's Grand Jury Review of Special Districts Report.

All special districts within the County of San Mateo are required to submit comments to the following recommendations suggested by the Grand Jury.

The San Mateo County Special Districts, by January 1, 2006, shall:

1. Have a written document defining their purpose(s). All districts should communicate their purpose(s) to homeowners and residents in the district.
2. Update or complete policy and procedures manual.
3. Insure that all computer systems adhere to good computer security practices.
4. Expand financial reporting to include information about reserves.
5. Develop guidelines for the amount of invested reserves needed for support of current operations as well as anticipated capital programs utilizing the experience and expertise of the County Treasurer.

ACTION: Director Lohman moved to direct staff to send a letter to the Grand Jury supporting the five recommendations listed above. (Lohman/Woren). Approved 5-0

CONSENT AGENDA

Director Woren requested that Items 7 and 9 be held for discussion.

- 8. Approval of Special Meeting minutes for June 16, 2005.**
- 10. Approval of Assessment District Administrative Costs Fund distribution #23 totaling \$ 3,930.71.**
- 11. Approval of April and May 2005 Financial Statements.**
- 12. Approval of Quarterly investment report.**

ACTION: Director Pollard moved to approve Consent Agenda items 8, 10, 11 and 12. (Pollard/Woren). Approved 5-0.

- 7. Approval of Regular Meeting minutes for June 16, 2005.**

Director Woren requested a correction under Directors Comments by replacing “employee MOU” with “Montara Water & Sanitary MOU on Integrated Regional Water Management Grant.”

ACTION: Director Woren moved to approve the Regular Meeting minutes for June 16, 2005, with the correction above. (Woren/Clark). Approved 5-0.

- 9. Approval of July 2005 warrants totaling \$205,702.14. (Check #2024 – #2064)**

Director Woren questioned the amount of a payment to County of San Mateo Public Works for \$11,082.50, and asked the District General Manager to verify it. The Board then recessed for a short break. Director Pollard left the meeting at this time. The General Manager verified that the payment to SMC Public Works was correct as approved by the Board and as billed for the 2003 CIP: El Granada & Miramar Resurfacing Project.

ACTION: Director Woren moved to approve the July 2005 warrants totaling \$205,702.14. (Woren/Lohman). Approved 4-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

- 13. Sewer Authority Mid-Coastside.**

Director Lohman reported on a Special Meeting held on 7/18/05 regarding the recycled water project.

- 14. Report on other seminars, conferences, or committee meetings.**

None to report.

INFORMATION CALENDAR

- 15. Treasurer's Report.**

After reviewing the District's bank statement, the District Treasurer indicated that there was nothing remarkable to report.

- 16. General Manager's Report.**

None.

17. Administrator's Report.

None.

18. Attorney's Report.

None.

FUTURE AGENDA ITEMS

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:53 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Fran Pollard, Secretary

Date Approved: August 18, 2005